



## **BALDWIN COUNTY COMMISSION**

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### **PLANNING AND ZONING DEPARTMENT**

**Main Office (Mailing)**

22251 Palmer Street  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Main Office (Physical)**

22070 Highway 59  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Foley Office**

201 East Section Avenue  
Foley, AL 36535  
Phone: (251) 972-8523  
Fax: (251) 972-8520

### **Accessory Dwelling Land Use Certificate**

#### **Application Submittal Checklist**

- \_\_\_\_\_ **Baldwin County Land Use Certificate Application**
- \_\_\_\_\_ Application Fee (*see current fee schedule*)
- \_\_\_\_\_ Agent Authorization Form (*if person other than property owner is applying*)
- \_\_\_\_\_ Plot Plan or Survey – drawn to scale, indicating any existing structures (*with dimensions*), the proposed structure (*with dimensions*) and the setbacks from property lines. Please include all proposed stairs.
- \_\_\_\_\_ Three (3) Complete Sets of Construction Plans drawn to scale
- \_\_\_\_\_ Erosion Control Plan
- \_\_\_\_\_ Sewer or Septic Tanks – For *Sewer Service* - a release from the Sewer Utility Provider is required; for *Septic Tanks* a release from Baldwin County Health Department is required.
- \_\_\_\_\_ Water – A release from the Water Utility Provider is required; if a well is proposed, nothing is required.
- \_\_\_\_\_ If new access to an Accessory Dwelling is proposed, an Access (Culvert) Permit is required.
- \_\_\_\_\_ Any other information deemed necessary to complete review.